

Tentative Annual Budget

2009-2010



Community College District 535, 1600 East Golf Road, Des Plaines, Illinois

**OAKTON
COMMUNITY
COLLEGE**

**Tentative
Annual Budget**

for the
Fiscal Year Ended June 30, 2010


Board of Trustees
Community College District No. 535
County of Cook
1600 East Golf Road
Des Plaines, Illinois 60016

www.oakton.edu

**OAKTON COMMUNITY COLLEGE
COMMUNITY COLLEGE DISTRICT NO. 535**

Table of Contents

	Page(s)
INTRODUCTORY SECTION	
Principal Officials	1
Organizational Chart.....	2
District Map	3
College Vision, Mission and Values Statement.....	4
Strategic Goals and Objectives 2008 - 2012.....	5
BUDGET SECTION	
Tentative Summary of Fiscal Year 2010 Budget by Fund	8
Tentative Fiscal Year 2010 Estimated Revenues - Operating Funds	9
Tentative Fiscal Year 2010 Estimated Revenues - Operating Funds (Chart).....	10
Tentative Fiscal Year 2010 Estimated Expenditures - Operating Funds	11
Tentative Fiscal Year 2010 Estimated Expenditures - Operating Funds by Program (Chart).....	12
Tentative Fiscal Year 2010 Estimated Expenditures - Operating Funds by Object (Chart).....	13
Tentative Fiscal Year 2010 Estimated Expenditures - Education Fund	14
Tentative Fiscal Year 2010 Estimated Expenditures - Operations and Maintenance Fund	16
Tentative Fiscal Year 2010 Estimated Revenues & Expenditures - Operations, Building and Maintenance (Restricted) Fund.....	17
Tentative Fiscal Year 2010 Estimated Revenues & Expenditures - Auxiliary Enterprises Fund	18
Tentative Fiscal Year 2010 Estimated Revenues & Expenditures - Audit, and Liability, Protection and Settlement Fund	19
Tentative Fiscal Year 2010 Estimated Revenues & Expenditures - Bond and Interest Fund	20
Tentative Fiscal Year 2010 Estimated Revenues & Expenditures - Working Cash Purposes Fund	21
Tentative Fiscal Year 2010 Estimated Revenues & Expenditures - Restricted Purposes Fund	22
Summary of Preliminary Fiscal Year 2010 Anticipated Revenues by Fund	25
Strategic Initiatives – Fiscal Year 2010	26
ADDITIONAL INFORMATION	
Glossary of Funds	27



**INTRODUCTORY
SECTION**

OAKTON COMMUNITY COLLEGE

Community College District No. 535

Listing of Principal Officials

Members of the Board of Trustees

Dr. Joan W. DiLeonardi

Chair, Board of Trustees

Dr. George G. Alexopoulos

Vice Chair, Board of Trustees

Ms. Ann Elizabeth Tennes

Secretary, Board of Trustees

Mr. William R. Jackson, Jr.

Member, Board of Trustees

Dr. Jeffrey H. Rosen

Member, Board of Trustees

Mr. William Stafford

Member, Board of Trustees

Mr. Jody Wadhwa

Member, Board of Trustees

Mr. Jonathan Friedman

Student Member, Board of Trustees

Emeritus Members of the Board of Trustees

Mrs. Joan B. Hall

Mr. Ray Hartstein

Principal Administration Officials

Dr. Margaret B. Lee

President

Mr. Carl Costanza

Interim Vice President for Business and Finance

Dr. Thomas Hamel

Vice President for Academic Affairs

Ms. Bonnie Lucas

Vice President for Information Technology

Ms. Barbara Rizzo

Vice President for Continuing Education,
Training and Workforce Development

Dr. Joianne Smith

Vice President for Student Affairs

**THE PEOPLE
OF
COMMUNITY COLLEGE DISTRICT 535**

**BOARD
OF
TRUSTEES**

PRESIDENT

**VICE PRESIDENT
FOR
CONTINUING
EDUCATION, TRAINING
& WORKFORCE
DEVELOPMENT**

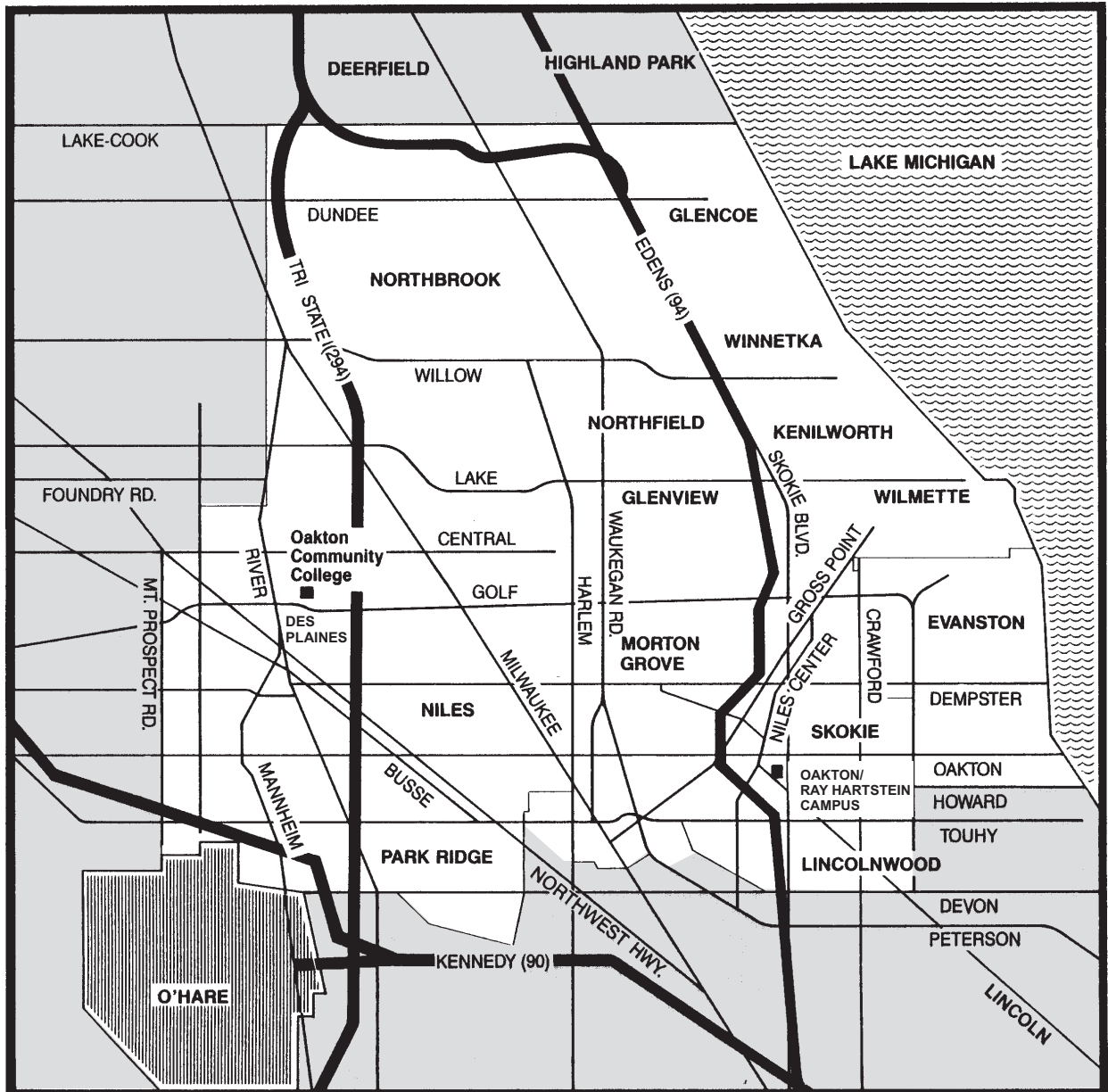
**VICE PRESIDENT
FOR
STUDENT
AFFAIRS**

**VICE PRESIDENT
FOR
ACADEMIC
AFFAIRS**

**VICE PRESIDENT
FOR
BUSINESS
AND
FINANCE**

**VICE PRESIDENT
FOR
INFORMATION
TECHNOLOGY**

District 535 and Surrounding Area



Oakton College District 535 includes all of Evanston, Maine, Niles, Northfield, and New Trier Townships, and one square mile of Wheeling Township.

OAKTON COMMUNITY COLLEGE
Community College District No. 535

We Are the Community's College

As part of a continuing process of self-evaluation, in 2007 the College revisited its mission statement and values which had served it for so many years. Through participation and deliberation in all sectors of the College, the following has evolved.

Our Vision, Mission, and Values

WE ARE THE COMMUNITY'S COLLEGE

- We are dedicated, first, to excellence in teaching and learning.
- We challenge our students to experience the hard work and satisfaction of learning that leads to intellectual growth and we support them academically, emotionally and socially.
- We encourage them to entertain and question ideas, think critically, solve problems, and engage with other cultures, with one another, and with us.
- We expect our students to assume responsibility for their own learning, to exercise leadership and to apply ethical principles in their academic, work, and personal lives.
- We demand from ourselves and our students tolerance, fairness, responsibility, compassion and integrity.

WE ARE A COMMUNITY OF LEARNERS

- We provide education and training for and throughout a lifetime.
- We seek to improve and expand the services we offer in support of the people in the communities we serve.
- We promote a caring community of staff and faculty members, students, administrators, and trustees who, in keeping with our values, work together to fulfill our mission.

WE ARE A CHANGING COMMUNITY

- We recognize that change is inevitable and that education must be for the future.
- We respond to change informed by our values and our responsibility to our students and our communities.
- We challenge our students to be capable global citizens, guided by knowledge and ethical principles, who will shape the future.

OAKTON COMMUNITY COLLEGE
Community College District No. 535

STRATEGIC GOALS AND OBJECTIVES 2008-2012

ACADEMIC EXCELLENCE

We will uphold the preeminence of academic excellence as the engine that drives College decision-making.

- Advance the culture of assessment as integral to improving teaching, learning, and student success.
- Increase student engagement and connections with faculty, particularly as measured by the Community College Survey of Student Engagement (CCSSE).
- Improve the success and persistence of all students, especially underprepared students.

INNOVATIVE LEARNING FOR LOCAL AND GLOBAL CITIZENSHIP

We will evaluate and change our academic programs and learning opportunities to foster local and global citizenship and to meet clearly identified student and community needs.

- Create innovative interdisciplinary concentrations, especially within the baccalaureate areas, and create new career programs through collaborating with outside partners and employers.
- Increase opportunities to earn Oakton credit by invigorating credit for prior learning and service learning opportunities and expanding enrollments by 25 percent in dual credit courses by 2009-2010.
- Reinvent our use of time and space by revamping our class schedules and course offerings to be responsive to student needs and interests, optimize use of community resources, and foster high quality learning.
- Broaden connections with our external constituencies to ensure our programs and services are responsive to community needs.

WISE STUDENT SERVICES

We will involve all employee groups in developing, enhancing, and delivering services that **Welcome, Inform, Support, and Engage** our students.

- Plan and construct one-stop student services centers at the Des Plaines and Skokie campuses by fall 2010.
- Implement required orientation for new students, including an online option, by fall 2009.
- Redesign student advising to improve effectiveness and student satisfaction by fall 2009.

ANTI-BIAS COLLEGE

We will continue to transform our College's practices, curricula, and ways of engaging with one another in order to overcome racism and other forms of bias.

- Review and revise curricula to address issues of bias and cultural competence.
- Involve at least 80 percent of full- and part-time faculty, staff, administrators, and student leaders in anti-bias training by 2012.
- Expand outreach to underserved populations, and strengthen networking and support systems for Oakton students and employees.

GREEN COLLEGE

We will respect, conserve, and improve the environment through our academic offerings, learning opportunities, and ecologically sound practices.

- Develop baccalaureate concentrations, career programs, courses, and community activities related to environmental issues.
- Demonstrate stewardship of the environment by reducing energy consumption, increasing recycling efforts, and adopting environmentally sound practices in infrastructure improvements and purchasing decisions.
- Continue to transform and restore our grounds and natural habitat so they are a model for environmental responsibility and an educational resource for students and the community.

ONE COLLEGE: FOUR CAMPUSES

Des Plaines, Skokie, Electronic, Neighborhood

We will make high quality learning available at multiple locations and via multiple delivery systems.

- Increase course enrollments by 20 percent at the Skokie campus by 2010-2011.
- Update and enhance the plan for distance education and hybrid classes, and ensure student success is comparable to students in classroom-based courses.
- Reassign curricula to best location(s) to optimize use of space, enrollments, and high quality learning opportunities.
- Improve Oakton's Web site and other forms of technology for student, employee, and community use.

MODEL WORK ENVIRONMENT

We will develop a model work environment to attract and retain a diverse work force that is best able to serve students and the community.

- Initiate practices to increase collaborative decision making, improve communication, better engage part-time faculty, and encourage respect among employees.
- Institute programs to improve employee health and welfare, and facilitate work/life balance.
- Require and support professional development for all employees.

REINVENTED PHYSICAL SPACE AND INFRASTRUCTURE

We will reinvent and maintain the College's physical space and infrastructure in ways that build an environment conducive to learning and creating community.

- Reconfigure our classroom environments to better support teaching and learning and to improve comfort.
- Enhance study, meeting and lounge space to foster community and meet the needs of our students.
- Invest in infrastructure maintenance and improvements.

FINANCIAL STEWARDSHIP

We will use our resources to advance our mission and goals while maintaining adequate reserves for the future.

- Implement innovations, practices and procedures to contain costs of tuition, textbooks, and instructional materials.
- Explore new external funding sources to supplement existing revenue.
- Commit funds each year to support strategic goals and objectives.

A stylized, light gray logo of a human figure with arms raised, positioned behind the text. The figure has a circular head and a body that tapers to a point at the bottom, with two vertical lines extending downwards from the base of the body.

**BUDGET
SECTION**

TENTATIVE SUMMARY OF FISCAL YEAR 2010 BUDGET BY FUND

	General		Special Revenue		
	Education Fund	Operations & Maintenance Fund	Restricted Purposes Fund	Audit Fund	Liability, Protection, and Settlement Fund
Beginning Balance	27,576,910	11,011,835	1,277,039	177,692	1,734,093
Budgeted Revenues	56,239,535	8,196,740	15,209,494	(2,640)	1,466,470
Budgeted Expenditures	(54,775,385)	(7,278,018)	(16,565,866)	(115,586)	(1,523,725)
Budgeted Transfers from (to) Other Funds	(1,464,150)	(918,722)	1,356,372	0	0
∞ Budgeted Ending Balance	27,576,910	11,011,835	1,277,039	59,466	1,676,838
	Debt Service		Capital Projects	Working Cash	Proprietary Fund
	Bond and Interest Fund		Operations, Building and Maintenance Fund (Restricted)	Working Cash Fund	Auxiliary Enterprises Fund
Beginning Balance	0		4,012,558	0	11,942,778
Budgeted Revenues	0		355,785	72,500	13,880,350
Budgeted Expenditures	0		(1,636,545)	0	(16,401,749)
Budgeted Transfers from (to) Other Funds	0		100,000	(72,500)	999,000
Budgeted Ending Balance	0		2,831,798	0	10,420,379

The Tentative FY 2010 Budget, which is accurately summarized in this document, was approved by the Board of Trustees on

Date

**SUMMARY OF TENTATIVE FISCAL YEAR 2010 ESTIMATED REVENUES
OPERATING FUNDS**

	Education Fund	Operations & Maintenance Fund	Total Operating Funds
OPERATING REVENUE BY SOURCE			
<u>Local Government</u>			
Local Taxes	30,225,460	7,902,160	38,127,620
Corporate Personal Property Replacement Taxes	820,900		
Chargeback Revenue	98,000	0	98,000
TOTAL LOCAL GOVERNMENT'	<u>31,144,360</u>	<u>7,902,160</u>	<u>39,046,520</u>
<u>State Government</u>			
ICCB Base Operating Grants	4,492,650	0	4,492,650
State Board of Education Vocational Education	243,000	0	243,000
ICCB Sq Footage Grant	0	0	0
TOTAL STATE GOVERNMENT	<u>4,735,650</u>	<u>0</u>	<u>4,735,650</u>
<u>Federal Government</u>			
Other (List)	0	0	0
TOTAL FEDERAL GOVERNMENT	<u>0</u>	<u>0</u>	<u>0</u>
<u>Student Tuition and Fees</u>			
Tuition	17,708,345	0	17,708,345
Fees	1,996,865	0	1,996,865
TOTAL STUDENT TUITION & FEES	<u>19,705,210</u>	<u>0</u>	<u>19,705,210</u>
<u>Other Sources</u>			
Sales & Service Fees	0	15,000	15,000
Facilities Revenue	0	0	0
Investment Revenue	647,815	279,580	927,395
Non-Governmental Grants	0	0	0
Other (List)	6,500	0	6,500
TOTAL OTHER SOURCES	<u>654,315</u>	<u>294,580</u>	<u>948,895</u>
TOTAL 2010 BUDGETED REVENUE	56,239,535	8,196,740	64,436,275
Less Non-Operating Items*			
Tuition Chargeback Revenue	(98,000)	0	(98,000)
Instructional Service Contract Revenue	0	0	0
ADJUSTED REVENUE	<u>56,141,535</u>	<u>8,196,740</u>	<u>64,338,275</u>

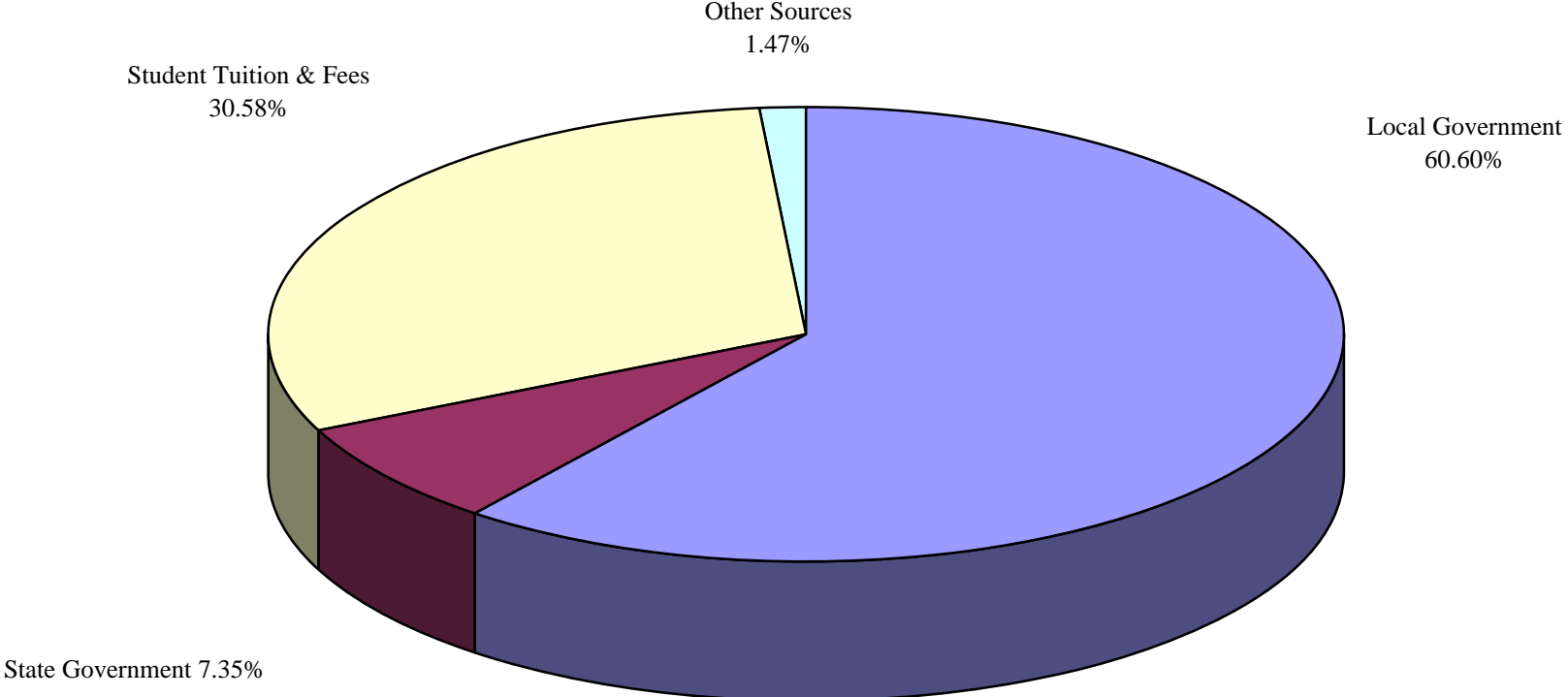
*Inter-college expenses that do not generate related local district credit hours are subtracted to allow for statewide comparisons.

OAKTON COMMUNITY COLLEGE

Budgeted Operating Revenues by Source

Fiscal Year 2010

(Education Fund and Operations and Maintenance Fund)



**SUMMARY OF TENTATIVE FISCAL YEAR 2010 BUDGETED EXPENDITURES
OPERATING FUNDS**

	Education Fund	Operations & Maintenance Fund	Total Operating Funds	%
BY PROGRAM				
Instruction	36,071,029	0	36,071,029	58.13%
Academic Support	4,596,496	0	4,596,496	7.41%
Student Services	6,279,728	0	6,279,728	10.12%
Public Service	970,396	0	970,396	1.56%
Operation & Maintenance of Plant	0	7,137,314	7,137,314	11.50%
Institutional Support	6,857,736	140,704	6,998,440	11.28%
Scholarships, Student Grants, and Waivers	0	0	0	0.00%
TRANSFERS	1,464,150	918,722	2,382,872	----
TOTAL 2010 BUDGETED EXPENDITURES	<u>56,239,535</u>	<u>8,196,740</u>	<u>64,436,275</u>	100.00%
Less Non-operating Items*:				
Tuition Chargeback	(135,000)	0	(135,000)	----
Instructional Service Contracts	0	0	0	----
ADJUSTED EXPENDITURES	<u>56,104,535</u>	<u>8,196,740</u>	<u>64,301,275</u>	----
BY OBJECT				
Salaries	40,755,466	4,052,671	44,808,137	72.21%
Employee Benefits	5,288,725	883,800	6,172,525	9.95%
Contractual Services	3,798,918	329,596	4,128,514	6.66%
General Materials & Supplies	3,493,549	411,662	3,905,211	6.29%
Conference & Meeting Expense	364,232	10,170	374,402	0.60%
Fixed Charges	17,765	8,720	26,485	0.04%
Utilities	328,780	1,344,400	1,673,180	2.70%
Capital Outlay	0	86,595	86,595	0.14%
Other	266,700	9,700	276,400	0.45%
Provision for Contingency	461,250	140,704	601,954	0.97%
TRANSFERS	1,464,150	918,722	2,382,872	----
TOTAL 2010 BUDGETED EXPENDITURES	<u>56,239,535</u>	<u>8,196,740</u>	<u>64,436,275</u>	100.00%
Less Non-operating Items*:				
Tuition Chargeback	(135,000)	0	(135,000)	----
Instructional Service Contracts	0	0	0	----
ADJUSTED EXPENDITURES	<u>56,104,535</u>	<u>8,196,740</u>	<u>64,301,275</u>	----

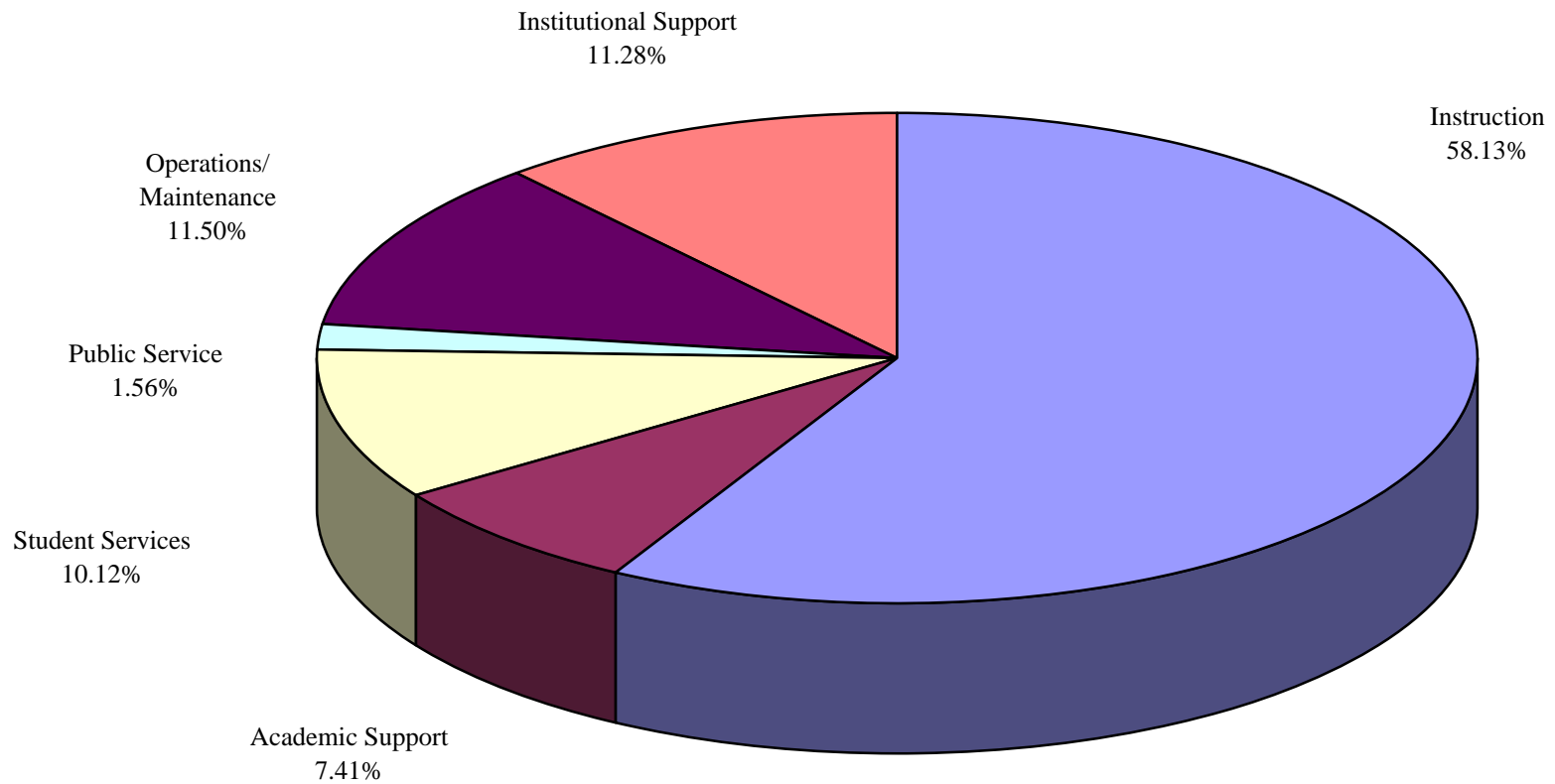
*Inter-college expenses that do not generate related local college credit hours are subtracted to allow for statewide comparisons.

OAKTON COMMUNITY COLLEGE

Budgeted Operating Expenditures by Program

Fiscal Year 2010

(Education Fund and Operations and Maintenance Fund)

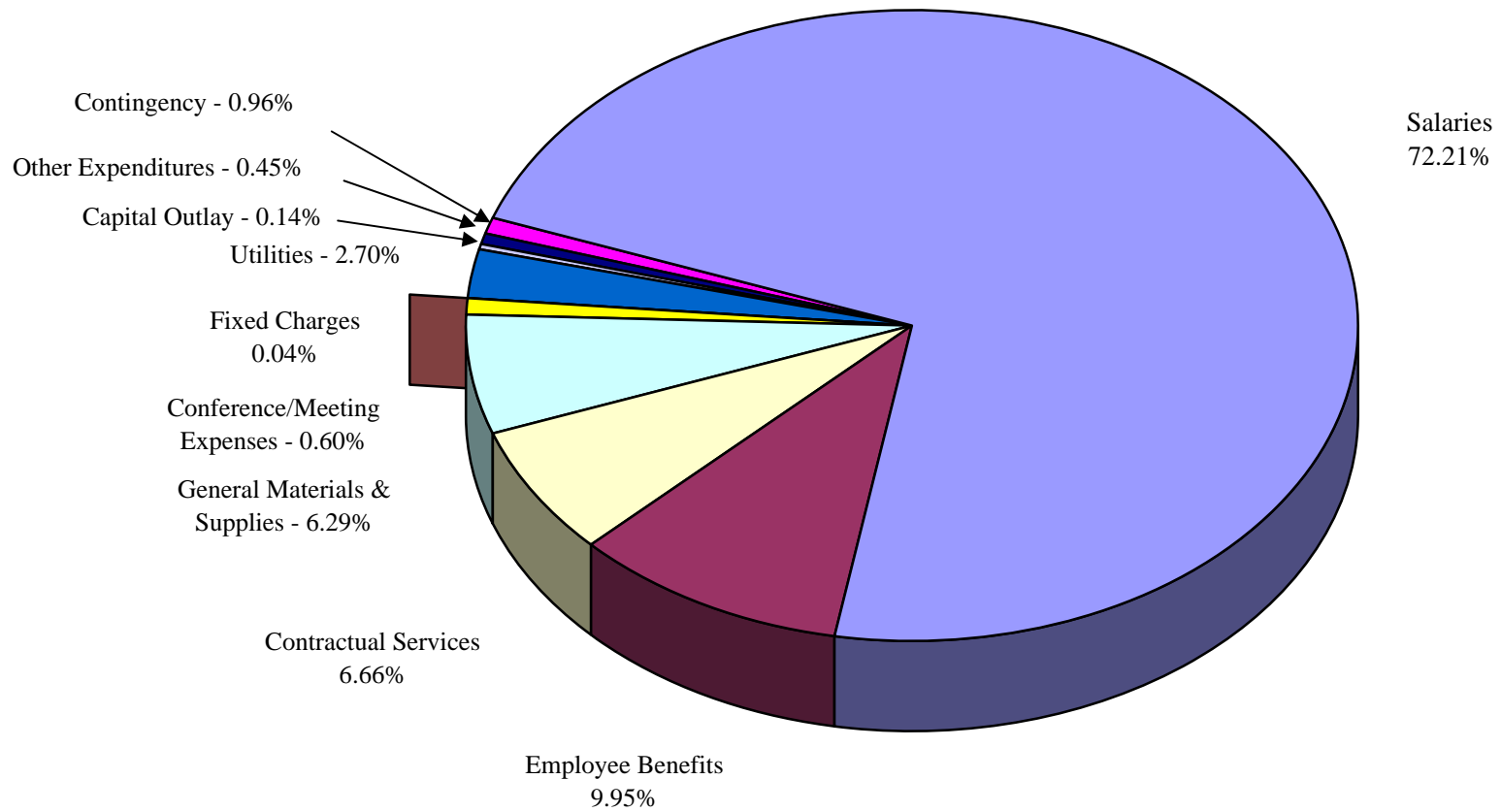


OAKTON COMMUNITY COLLEGE

Budgeted Operating Expenditures by Object

Fiscal Year 2010

(Education Fund and Operations and Maintenance Fund)



TENTATIVE FISCAL YEAR 2010 BUDGETED EXPENDITURES

<u>EDUCATION FUND</u>	<u>Appropriations</u>	<u>Totals</u>
INSTRUCTION		
Salaries	28,883,684	
Employee Benefits	2,558,770	
Contractual Services	2,327,263	
General Materials and Supplies	1,834,393	
Conference and Meeting Expenses	178,689	
Fixed Charges	34,400	
Utilities	193,830	
Capital Outlay	0	
Other	60,000	36,071,029
ACADEMIC SUPPORT		
Salaries	3,254,003	
Employee Benefits	516,800	
Contractual Services	313,704	
General Materials and Supplies	429,504	
Conference and Meeting Expenses	37,800	
Fixed Charges	715	
Utilities	43,970	
Capital Outlay	0	
Other	0	4,596,496
STUDENT SERVICES		
Salaries	4,691,530	
Employee Benefits	745,860	
Contractual Services	391,402	
General Materials and Supplies	350,572	
Conference and Meeting Expenses	47,204	
Fixed Charges	0	
Utilities	53,160	
Capital Outlay	0	
Other	0	6,279,728
PUBLIC SERVICE		
Salaries	630,211	
Employee Benefits	87,080	
Contractual Services	138,258	
General Materials and Supplies	135,267	
Conference and Meeting Expenses	5,930	
Fixed Charges	(29,350)	
Utilities	2,500	
Capital Outlay	0	
Other	500	970,396

TENTATIVE FISCAL YEAR 2010 BUDGETED EXPENDITURES

(Continued)

<u>EDUCATION FUND</u>	<u>Appropriations</u>	<u>Totals</u>
INSTITUTIONAL SUPPORT		
Salaries	3,296,038	
Employee Benefits	1,380,215	
Contractual Services	628,291	
General Materials and Supplies	743,813	
Conference and Meeting Expenses	94,609	
Fixed Charges	12,000	
Utilities	35,320	
Capital Outlay	0	
Other	206,200	
Provision for Contingency	461,250	6,857,736
SCHOLARSHIPS, STUDENT GRANTS, AND WAIVERS		
Salaries	0	
Employee Benefits	0	
Contractual Services	0	
General Materials and Supplies	0	
Conference and Meeting Expenses	0	
Fixed Charges	0	
Utilities	0	
Capital Outlay	0	
Other	0	0
TRANSFERS		1,464,150
GRAND TOTAL		<u><u>56,239,535</u></u>

TENTATIVE FISCAL YEAR 2010 BUDGETED EXPENDITURES

OPERATIONS AND MAINTENANCE FUND	Appropriations	Totals
OPERATION AND MAINTENANCE OF PLANT		
Salaries	4,052,671	
Employee Benefits	883,800	
Contractual Services	329,596	
General Materials and Supplies	411,662	
Conference and Meeting Expenses	10,170	
Fixed Charges	8,720	
Utilities	1,344,400	
Capital Outlay	86,595	
Other	9,700	7,137,314
INSTITUTIONAL SUPPORT		
Salaries	0	
Employee Benefits	0	
Contractual Services	0	
General Materials and Supplies	0	
Conference and Meeting Expenses	0	
Fixed Charges	0	
Utilities	0	
Capital Outlay	0	
Other	0	
Provision for Contingency	140,704	140,704
TRANSFERS		918,722
GRAND TOTAL		8,196,740

TENTATIVE FISCAL YEAR 2010 BUDGETED REVENUES

OPERATIONS, BUILDING AND MAINTENANCE FUND (Restricted)	Revenues	Totals
Local Governmental Sources	0	0
State Governmental Sources		
State Government Sources	200,000	
Other	0	200,000
Federal Governmental Sources	0	0
Other Sources		
Student Tuition and Fees	0	
Sales and Service Fees	0	
Facilities Revenue	0	
Investment Revenue	155,785	
Non-gov'l, Gifts, Grants, and Bequests	0	
Other	0	155,785
TRANSFERS	100,000	100,000
GRAND TOTAL		455,785

TENTATIVE FISCAL YEAR 2010 BUDGETED EXPENDITURES

OPERATIONS, BUILDING AND MAINTENANCE FUND (Restricted)	Appropriations	Totals
OPERATION AND MAINTENANCE OF PLANT		
Salaries	29,600	
Employee Benefits	0	
Contractual Services	115,000	
General Materials and Supplies	97,195	
Travel and Conference/Meeting Expenses	0	
Fixed Charges	0	
Utilities	0	
Capital Outlay	1,309,750	
Other Expenditures	0	
Provision for Contingency	85,000	
GRAND TOTAL		1,636,545

TENTATIVE FISCAL YEAR 2010 BUDGETED REVENUES

<u>AUXILIARY ENTERPRISES FUND</u>	<u>Revenues</u>	<u>Totals</u>
Local Government Sources	125,000	
State Government Sources	1,401,053	
Tuition and Fees	3,071,060	
Sales and Service Fees	8,435,624	
Facilities Revenue	29,000	
Investment Revenue	340,680	
Non-gov'l, Gifts, Grants, and Bequests	0	
Other	477,933	13,880,350
 TRANSFERS		 999,000
 GRAND TOTAL		 <u><u>14,879,350</u></u>

TENTATIVE FISCAL YEAR 2010 BUDGETED EXPENDITURES

<u>AUXILIARY ENTERPRISES FUND</u>	<u>Appropriations</u>	<u>Totals</u>
Salaries	7,273,182	
Employee Benefits	1,253,020	
Contractual Services	1,715,737	
General Materials and Supplies	4,328,303	
Conference and Meeting Expenses	107,337	
Fixed Charges	320,166	
Utilities	343,592	
Capital Outlay	224,500	
Other	100,350	
Provision for Contingency	735,562	16,401,749
 TRANSFERS		 0
 GRAND TOTAL		 <u><u>16,401,749</u></u>

TENTATIVE FISCAL YEAR 2010 BUDGETED REVENUES

<u>AUDIT FUND</u>	<u>Revenues</u>	<u>Totals</u>
Local Governmental Sources		
Local Taxes	(5,150)	
Chargeback Revenue	0	
Other	0	(5,150)
Other Sources		
Investment Revenue	2,510	
Other	0	2,510
GRAND TOTAL		<u><u>(2,640)</u></u>

TENTATIVE FISCAL YEAR 2010 BUDGETED EXPENDITURES

<u>AUDIT FUND</u>	<u>Appropriations</u>	<u>Totals</u>
INSTITUTIONAL SUPPORT		
Contractual Services		
Audit Services	88,712	
Other Contractual Services		
Other		
Salaries	26,874	
General Materials and Supplies	0	115,586
GRAND TOTAL		<u><u>115,586</u></u>

TENTATIVE FISCAL YEAR 2010 BUDGETED REVENUES

<u>LIABILITY, PROTECTION, AND SETTLEMENT FUND</u>	<u>Revenues</u>	<u>Totals</u>
Local Governmental Sources		
Current Taxes	1,419,855	
Payment in Lieu of Taxes	0	
Chargeback Revenue	0	
Other	0	1,419,855
Other Sources		
Investment Revenue	46,615	
Other	0	46,615
GRAND TOTAL		<u><u>1,466,470</u></u>

TENTATIVE FISCAL YEAR 2010 BUDGETED EXPENDITURES

<u>LIABILITY, PROTECTION, AND SETTLEMENT FUND</u>	<u>Appropriations</u>	<u>Totals</u>
INSTITUTIONAL SUPPORT		
Employee Benefits	1,155,560	
Fixed Charges	241,465	
Other	75,000	
Contractual Services	48,500	
General Materials & Supplies	3,200	
General Insurance	0	1,523,725
GRAND TOTAL		<u><u>1,523,725</u></u>

TENTATIVE FISCAL YEAR 2010 BUDGETED REVENUES

<u>BOND AND INTEREST FUND</u>	<u>Revenues</u>	<u>Totals</u>
Local Governmental Sources		
Current Taxes	0	
Back Taxes	0	
Payment in Lieu of Taxes	0	
Chargeback Revenue	0	
Corporate Personal Property		
Replacement Taxes	0	
Other (Specify)	0	0
Other Sources		
Investment Revenue	0	
Other (Specify)	0	0
GRAND TOTAL		<u><u>0</u></u>

TENTATIVE FISCAL YEAR 2010 BUDGETED EXPENDITURES

<u>BOND AND INTEREST FUND</u>	<u>Appropriations</u>	<u>Totals</u>
INSTITUTIONAL SUPPORT		
Bond Principal Retired	0	
Interest on Bonds	0	
Service Charge	0	
Other (Specify)	0	0
TRANSFERS		0
GRAND TOTAL		<u><u>0</u></u>

TENTATIVE FISCAL YEAR 2010 BUDGETED REVENUES

<u>WORKING CASH FUND</u>	<u>Revenues</u>	<u>Totals</u>
Local Governmental Sources		
Current Taxes	0	
Back Taxes	0	
Payment in Lieu of Taxes	0	
Chargeback Revenue	0	
Corporate Personal Property Replacement Taxes	0	
Other (Specify)	0	0
Other Sources		
Investment Revenue	72,500	
Other (Specify)	0	72,500
GRAND TOTAL		<u><u>72,500</u></u>

TENTATIVE FISCAL YEAR 2010 BUDGETED EXPENDITURES

<u>WORKING CASH FUND</u>	<u>Appropriations</u>	<u>Totals</u>
INSTITUTIONAL SUPPORT		
Salaries	0	
Employee Benefits	0	
Contractual Services	0	
General Materials and Supplies	0	
Conference and Meeting Expenses	0	
Fixed Charges	0	
Utilities	0	
Capital Outlay	0	
Other	0	
Provision for Contingency	0	0
TRANSFERS		72,500
GRAND TOTAL		<u><u>72,500</u></u>

TENTATIVE FISCAL YEAR 2010 BUDGETED REVENUES

<u>RESTRICTED PURPOSES FUND</u>	<u>Revenues</u>	<u>Total</u>
Local Governmental Sources	0	0
State Governmental Sources		
ICCB Workforce Development Grants	140,000	
ICCB Career and Technical Education Grants	130,000	
ICCB Adult Education and Literacy Grants	520,050	
ICCB Program Improvement Grant	20,000	
ICCB P-16 Initiative Grant	47,000	
Other ICCB Grants	132,000	
Department of Commerce and Economic Opportunity	45,000	
ISBE Grants	0	
IBHE Grant	0	
Illinois Student Assistance Commission	1,400,000	
Other Illinois Governmental Sources	4,185,475	6,619,525
Federal Governmental Sources		
Department of Education	6,023,000	
Department of Labor	310,000	
Department of Health and Human Services	12,000	
Other Federal Governmental Sources	799,750	7,144,750
Other Sources		
Investment Revenue	0	
Non-governmental Gifts, Scholarships, Grants, and Bequests	682,500	
Other Revenue	762,719	1,445,219
INTERFUND TRANSFERS		1,356,372
GRAND TOTAL		<u><u>16,565,866</u></u>

TENTATIVE FISCAL YEAR 2010 BUDGETED EXPENDITURES

<u>RESTRICTED PURPOSES FUND</u>	<u>Appropriations</u>	<u>Totals</u>
INSTRUCTION		
Salaries	1,626,400	
Employee Benefits	2,337,092	
Contractual Services	227,698	
General Materials and Supplies	333,690	
Conference and Meeting Expenses	120,723	
Fixed Charges	94,300	
Utilities	0	

TENTATIVE FISCAL YEAR 2010 BUDGETED EXPENDITURES

(Continued)

<u>RESTRICTED PURPOSES FUND</u>	<u>Appropriations</u>	<u>Totals</u>
Capital Outlay	7,400	
Other	277,100	5,024,403
ACADEMIC SUPPORT		
Salaries	187,000	
Employee Benefits	322,170	
Contractual Services	190,745	
General Materials and Supplies	36,120	
Conference and Meeting Expenses	29,500	
Fixed Charges	0	
Utilities	0	
Capital Outlay	0	
Other	59,536	825,071
STUDENT SERVICES		
Salaries	253,625	
Employee Benefits	409,237	
Contractual Services	336,423	
General Materials and Supplies	180,148	
Conference and Meeting Expenses	17,000	
Fixed Charges	0	
Utilities	0	
Capital Outlay	550,000	
Other	59,306	1,805,739
PUBLIC SERVICE		
Salaries	23,800	
Employee Benefits	60,139	
Contractual Services	5,900	
General Materials and Supplies	11,100	
Conference and Meeting Expenses	1,500	
Fixed Charges	0	
Utilities	0	
Capital Outlay	0	
Other	20,000	122,439
ORGANIZED RESEARCH		
Salaries	0	
Employee Benefits	0	
Contractual Services	0	
General Materials and Supplies	0	
Conference and Meeting Expenses	0	
Fixed Charges	0	
Utilities	0	
Capital Outlay	0	
Other	0	0

TENTATIVE FISCAL YEAR 2010 BUDGETED EXPENDITURES

(Continued)

<u>RESTRICTED PURPOSES FUND</u>	<u>Appropriations</u>	<u>Totals</u>
INDEPENDENT OPERATIONS		
Salaries	0	
Employee Benefits	488,665	
Contractual Services	12,000	
General Materials and Supplies	0	
Conference and Meeting Expenses	0	
Fixed Charges	0	
Utilities	0	
Capital Outlay	0	
Other	0	500,665
OPERATION AND MAINTENANCE OF PLANT		
Salaries	4,800	
Employee Benefits	359,800	
Contractual Services	551,700	
General Materials and Supplies	176,019	
Conference and Meeting Expenses	0	
Fixed Charges	0	
Utilities	0	
Capital Outlay	38,000	
Other	0	1,130,319
INSTITUTIONAL SUPPORT		
Salaries	42,000	
Employee Benefits	280,572	
Contractual Services	54,656	
General Materials and Supplies	61,915	
Conference and Meeting Expenses	0	
Fixed Charges	0	
Utilities	0	
Capital Outlay	0	
Other	30,187	
Provision for Contingency	0	469,330
SCHOLARSHIPS, STUDENT GRANTS, AND WAIVERS		
Salaries	0	
Employee Benefits	0	
Contractual Services	0	
General Materials and Supplies	0	
Conference and Meeting Expenses	0	
Fixed Charges	0	
Utilities	0	
Capital Outlay	0	
Other	0	
Financial Aid	6,687,900	6,687,900
TRANSFERS		0
GRAND TOTAL		<u><u>16,565,866</u></u>

Illinois Community College Board
SUMMARY OF
TENTATIVE FISCAL YEAR 2010 ANTICIPATED REVENUES

REVENUES BY SOURCE

	Education Fund	Operations & Maintenance Fund	Restricted Purposes Fund	Audit Fund	Liability Protection and Settlement Fund	(Restricted) Operations, Building & Maintenance Fund	Working Cash Fund	Auxiliary Enterprises Fund
LOCAL GOVERNMENT								
Current Taxes	30,225,460	7,902,160	0	(5,150)	1,419,855	0		0
Corporate Personal Property Replacement Taxes	820,900							
Chargeback	98,000	0	0	0	0	0		0
Other	0	0	0	0	0	0		125,000
STATE GOVERNMENT								
ICCB Grants	4,492,650	0	989,050	0	0	0		1,401,053
ISBE - Grants	243,000	0	0	0	0	0		0
IBHE	0	0	0	0	0	0		0
IL Dept. of Comm and Econ Oppty	0	0	45,000	0	0	0		0
Financial Aid	0	0	1,400,000	0	0	0		0
Other	0	0	4,185,475	0	0	200,000		0
FEDERAL GOVERNMENT								
Financial Aid	0	0	0	0	0	0		0
Other	0	0	7,144,750	0	0	0		0
STUDENT TUITION AND FEES								
Tuition	17,708,345	0	0	0	0	0		3,071,060
Fees	1,996,865	0	0	0	0	0		0
Other	0	0	0	0	0	0		0
OTHER SOURCES								
Sales and Service Fees	0	15,000	0	0	0	0		8,435,624
Facilities Revenue	0	0	0	0	0	0		29,000
Investment Revenue	647,815	279,580	0	2,510	46,615	155,785	72,500	340,680
Non-governmental Grants	0	0	682,500	0	0	0		0
Other	6,500	0	762,719	0	0	0		477,933
TOTAL FISCAL YEAR 2010 ANTICIPATED REVENUE	56,239,535	8,196,740	15,209,494	(2,640)	1,466,470	355,785	72,500	13,880,350

OAKTON COMMUNITY COLLEGE

Community College District No. 535

Strategic Initiatives – FY 2010

In support of the College's 2008 -2012 Strategic Plan the following strategic initiatives are recommended for funding in the Fiscal Year 2010 Budget:

1. One-Stop Student Services Centers: Continue planning and obtain architectural plans for One Stop Student Centers. (Total budget - \$892,400)
2. Chemistry Lab Drawings and Specifications: Develop plans to modernize chemistry laboratories at the Des Plaines campus.
3. Enrollment Plan: Hire enrollment management consultants to facilitate creation and implementation of a comprehensive Enrollment Plan. (Total budget - \$162,500)
4. Master Space Plan: To gather vital information that is necessary to draw conclusions about the existing use of the facilities and options available for relocation of classrooms and services. (Total budget - \$125,000)
5. Assessment Academy: Support Oakton's involvement in the HLC's Assessment Academy, a four-year commitment to improve Oakton's assessment of student learning. (Total budget - \$28,000)
6. SENSE and CCSSE: Oakton is one of 100 community colleges invited to participate in the new Survey of Entering Student engagement. We will also administer CC Survey of Student Engagement. Surveys will permit us to better understand students' experiences. (Total budget - \$24,800)

FY 2010 Strategic Initiatives Request	New Funding
One-Stop Student Services Centers	\$ 720,000
Chemistry Lab Drawings and Specifications	400,000
Enrollment Plan	120,000
Master Space Plan	77,400
Assessment Academy	10,500
SENSE and CCSSE	10,000
<i>Change Matters</i> Internal Grants	<u>18,320</u>
Total	\$ 1,356,220



**ADDITIONAL
INFORMATION**

OAKTON COMMUNITY COLLEGE
Community College District No. 535

GLOSSARY OF FUNDS

FUND

A fund is an accounting entity with a self-balancing set of accounts for recording assets, liabilities, a fund balance, and changes in the fund balance. Separate accounts are maintained for each fund to insure observance of limitations and restrictions placed on the use of resources. For accounting and reporting purposes, funds of similar characteristics may be combined into fund groups. Funds are established and organized for budgeting, accounting, and reporting purposes in accordance with activities and objectives as specified by donors of resources, in accordance with regulations, restrictions, or limitations imposed by sources outside the College, or in accordance with directions issued by the Board of Trustees. The funds are listed by fund number.

EDUCATION FUND

(Fund 01)

The Education Fund is used to account for the revenues and expenditures of the academic and service programs of the college. It includes the cost of instructional, administrative, and professional salaries; supplies and equipment; library books and materials; maintenance of instructional and administrative equipment; and other costs pertaining to the educational program of the college. The local board of trustees may make a determination within the budget for the distribution of unrestricted revenues other than local property taxes among the operating funds, i.e., the Education Fund and the Operations and Maintenance Fund. Oakton's currently authorized maximum rate is seventeen and one-half cents per \$100. Increases in the local maximum rate must be approved by the electorate of the college district.

OPERATIONS AND MAINTENANCE FUND

(Fund 02)

The Operations and Maintenance Fund is used to account for expenditures for the improvement, maintenance, repair, or benefit of buildings and property, including the cost of interior decorating and the installation, improvement, repair, replacement, and maintenance of building fixtures; rental of buildings and property for community college purposes; payment of all premiums for insurance upon buildings and building fixtures; salaries of janitors, engineers, or other custodial employees; all costs of fuel, lights, gas, water, telephone service, custodial supplies, and equipment; and professional surveys of the condition of college buildings. The statutory maximum tax rate is set at ten cents per \$100 of equalized assessed valuation for community college districts in cities with less than 500,000 inhabitants. Oakton's currently authorized maximum rate is five cents per \$100.

OPERATIONS AND MAINTENANCE FUND (Restricted)

(Fund 03)

The Operations and Maintenance Fund (Restricted) fund is used to account for monies restricted for building purposes and site acquisition. This fund is also referred to as the Site and Construction Fund. Life Safety revenues and expenditures are recorded in this fund.

BOND AND INTEREST FUND

(Fund 04)

The Bond and Interest Fund is used to account for payment of principal, interest, and related charges on any outstanding bonds. Debt service for each bond issue must be accounted for separately using a group of self-balancing accounts within the fund.

- AUXILIARY ENTERPRISES FUND (Fund 05)**
 The Auxiliary Enterprises Fund accounts for college services where a fee is charged to students/staff. Each enterprise/service should be accounted for separately using a group of self-balancing accounts within the fund. Examples of accounts in this fund include food service, bookstore, and intercollegiate athletics. Only monies over which the institution has complete control should be included in this fund.
- RESTRICTED PURPOSES FUND (Fund 06)**
 The Restricted Purposes Fund is used for the purpose of accounting for monies that have restrictions regarding their use. Each specific grant or project should be accounted for separately using a complete group of self-balancing accounts within the fund.
- WORKING CASH FUND (Fund 07)**
 The Working Cash Fund is used to enable the district to have on hand at all times sufficient cash to meet the demands of ordinary and necessary expenditures. This fund is used to account for the proceeds of working cash bonds. By making temporary transfers, the Working Cash Fund is used as a source of working capital by other funds. Such transfers assist operating funds in meeting demands during periods of temporary low cash balances. Payment for the principal or interest of working cash bonds should be made from the Bond and Interest Fund.
- GENERAL FIXED ASSETS ACCOUNT GROUP (Fund 08)**
 The General Fixed Assets Account Group is used to record the value of plant assets.
- GENERAL LONG-TERM DEBT ACCOUNT GROUP (Fund 09)**
 The General Long-term Debt Account Group is used to record long-term liabilities.
- TRUST AND AGENCY FUND (Fund 10)**
 The Trust and Agency Fund is used to receive and hold funds when the college serves as a custodian or fiscal agent for another body. The funds are not subject to College control and the College has no fiscal stake in them other than accounting accuracy.
- AUDIT FUND (Fund 11)**
 The Audit Fund is used for recording the payment of auditing expenses. The audit tax levy is recorded in this fund and monies in this fund should be used only for the payment of auditing expenses.
- LIABILITY, PROTECTION, AND SETTLEMENT FUND (Fund 12)**
 Tort liability, property insurance, unemployment insurance, and worker's compensation levies should be recorded in this fund. Monies in this fund, including interest earned on the assets of the fund, should be used for payment of tort liability property, unemployment, or worker's compensation insurance or claims.
- BUILDING BOND PROCEEDS FUND (Fund 13)**
 Proceeds from construction bonds may be recorded in the Building Bond Proceeds Fund. Expenditures are governed by the districts building bond indenture(s). The College has no building bond debt and therefore does not use this fund.
- PUBLIC BUILDING COMMISSION RENTAL FUND (Fund 14)**
PUBLIC BUILDING COMMISSION OPERATIONS AND MAINTENANCE FUND (Fund 15)
 The College has no facilities built by the Public Building Commission and therefore does not use either of the Public Building Commission funds.
- SOCIAL SECURITY/MEDICARE FUND (Fund 18)**

This fund was set up to insure discrete accounting in the general ledger for tax levy revenues levied for social security and Medicare purposes and to discriminate more easily associated fund balances associated therewith. For almost all reporting purposes it is combined with Fund 12.

INVESTMENT POOL FUND

(Fund 19)

This fund accounts for all of the transactions involving the College's investments. At the close of each accounting period accrued interest is allocated to each of the several funds on the basis of its fund balance. This is a shadow fund established to make accounting for the College's investment instruments easier and more flexible. It is not an ICCB reportable fund and is not a budgeted fund.

LOAN FUND

(Fund 20)

The Loan Fund accounts for all transactions involving student loans. It is a separate reported element in the CAFR and is combined with restricted purpose funds for most other purposes. It is not a budgeted fund and is not separately reported to the ICCB.

EDUCATIONAL FOUNDATION

(Fund 99)

This fund is used to record the financials of the Oakton Educational Foundation, a legally separate tax-exempt component unit of the College, as defined by GASB 39. The Foundation acts primarily as a fund-raising organization to supplement the resources that are available to the College in support of its programs. The Foundation reports its financial results under FASB and is included as a component unit in the College's CAFR.